

**THE STATE BAR OF CALIFORNIA**

Office of Admissions • MCLE Provider Approval Department
 180 Howard Street • San Francisco, CA 94105-1639
 (415) 538-2126 • providers@calbar.ca.gov

2015 MCLE Multiple Activity Provider (MAP) Renewal Application

To renew your status as a MCLE MAP Provider, you must have offered at least four (4) separate and different MCLE activities between January 1, 2013 and December 31, 2014. If you have not offered at least four such activities, **DO NOT** submit this application; you will need to submit and receive approval of four activities as a Single Activity Provider.

\$300 Rec'd: ☐ YES ☐ NO

Rec'd by: _____

Application #: _____

Date Rec'd: _____

date stamp here

STATE BAR OF CALIFORNIA USE ONLY

\$300 FEE FOR 3 YEARS**Due January 5, 2015****1) PROVIDER CONTACT INFORMATION**

[If you do not know your Provider Number, please go to <http://members.calbar.ca.gov/search/cert.aspx> or navigate by going to <http://calbar.ca.gov> > MCLE > Providers > Search]

Provider Number: _____

Provider Name: _____

Provider Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____

Provider Phone: (____) _____ Provider Fax: (____) _____

Provider Website: _____

Provider E-mail (posted on State Bar website): _____

Contact Email (not posted on website): _____

2) PROVIDER AFFILIATIONS

Are there any other offices, departments, divisions or other entities for which provider will assume responsibility?

☐ No (Provider assumes no affiliate responsibilities)

☐ Yes (list affiliates or attach a list) Affiliate(s): _____

3) ELIGIBLE ACTIVITIES LIST

List the dates and titles of four (4) separate and different MCLE activities that you offered anytime between January 1, 2013 and December 31, 2014. Each activity listed must have complied with the procedural requirements found in Title 3, Division 5 (MCLE Provider Rules) and the content offered must have complied with Title 2, Division 4 (MCLE Member Rules) of the *Rules of the State Bar of California*:

Date(s): _____ Activity Name: _____

Date(s): _____ Activity Name: _____

Date(s): _____ Activity Name: _____

Date(s): _____ Activity Name: _____

Activity Report
2015 MCLE Multiple Activity Provider
Renewal Application

Complete this activity report for one of the MCLE activities listed on page 1, section 3

Provider Name: _____ Provider #: _____

Activity Name: _____

Activity Date(s): _____ Activity Location (city, state): _____

Activity Format (check one or both): ☐ Self-Study ☐ Participatory

Total MCLE credit hours given for this activity: ____; Including ____ hours of *Legal Ethics*, ____ hours of *Recognition and Elimination of Bias*, and ____ hours of *Competence Issues*.

Please provide a short summary of the legal content of the activity as offered:

Please provide a short summary to support the basis for any credit hours given for *Legal Ethics, Recognition and Elimination of Bias or Impairment of Competence Issues*:

List of speakers appearing at the activity:

Name: _____ Title and Qualifications: _____

Please attach the following four (4) items to this application:

- A copy of the agenda, syllabus or outline used at the activity listed;
- A copy of the record of attendance for the activity listed;
- A copy of any printed or electronic advertisements (if used) for the activity listed;
- A copy of all written materials given to attendees at the activity listed.

Provider Name: _____ Provider #: _____

Submission Checklist

Please confirm that each of the following are correct or are enclosed with this application:

- ☐ A check for \$300.00 made payable to the "State Bar of California."
- ☐ Four separate and different activities are listed in section 3 of page 1.
- ☐ The MCLE activity you listed on page 2 is fully described.
- ☐ The agenda for the activity listed on page 2 is enclosed.
- ☐ The hours of MCLE credit given correspond to the agenda that is enclosed.
- ☐ Copies of written materials given to attendees are enclosed.
- ☐ Copy of record of attendance for the activity listed on page 2 is enclosed.
- ☐ A copy of any printed or electronic advertisements (if used) for the MCLE activity listed on page 2 is enclosed.
- ☐ The application is dated and has an original signature in the section below.

Pursuant to Rules 3.603 and 3.604 of Title 3, Division 5 of the *Rules of the State Bar of California (MCLE Provider Rules)*, Provider acknowledges that its status as an approved MCLE provider may be revoked for non-compliance with any of the requirements set forth in the *MCLE Provider Rules* or for any misrepresentation(s) made in this form. Provider also acknowledges that any MCLE program offered may be subject to an audit by a designated auditor of the State Bar of California. Provider also acknowledges that its approval extends to each affiliate or other entity Provider has listed on Page 1, Section 2 of this application and agrees to actively monitor and assume responsibility for ensuring compliance with the *MCLE Provider Rules*. Provider agrees to comply with all other rules of the State Bar of California that are applicable to providers of Continuing Legal Education. If Provider offers any promotional materials for activities held after December 31, 2014, but prior to Provider's receipt of notice that its status has been renewed, Provider will specify in all such materials that its renewal application is pending, and that it will advise participants at any such program when the renewal of provider status has been approved.

I have carefully read the questions in the foregoing renewal application and have answered each truthfully, fully and completely. I fully understand that failure to make any requested disclosure of any fact or information may result in the denial of this application or the termination of the approved status of the above-referenced provider. I hereby declare under penalty of perjury, under the laws of the State of California, that the foregoing application and any and all attachments are true and correct.

Signature: _____ Date: _____

Print Name: _____ Title: _____

MCLE Multiple Activity Provider Renewal Helpful Hints

For your information and assistance in having your application approved, please review each the following issues and potential deficiencies that may delay its approval or result in it being returned to you to correct a deficiency:

1. **Failure to list four “eligible activities.”** The MCLE activities submitted must each have different educational content and must have been offered within at least two years prior to the date your status is set to expire.
2. **Incorrect calculation of MCLE credit given.** The calculation of each hour (or fractions thereof) of MCLE credit given to licensed California attorneys must be based upon a 60-minute hour of legal education or instruction. Legal education is the actual length of time devoted to an acceptable and approved educational subject.

Licensed members **MAY NOT** receive (and Providers must not offer) any MCLE credit for any of the following:

- A. Time needed to register for an event, or spent viewing vendor exhibits or demonstrations;
- B. Scheduled breaks, rest periods or time spent consuming meals or time attending receptions;
- C. Meal presentations without any approved legal content or that fail to indicate the actual length of the speaker's presentation;
- D. Time devoted to marketing or to advertise or promote a law firm or the attorney's services; finding new clients, methods of increasing the revenue or profits associated with the practice of law;
- E. Any non-legal function such as business meetings, networking events, entertainment or tours, or time spent preparing evaluations or used to issue certificates, awards or professional recognition.

Members **MAY** receive MCLE credit for the following parts of a course presentation:

- A. The opening remarks and introduction of speakers;
- B. Closing remarks, questions & answer Period;
- C. Self-assessment tests (must be timed).

3. **Failure to provide a clear, concise and meaningful description for credit given for any MCLE subfield.**
 - A. **Legal Ethics:** Any program offering such credit must describe the educational content and the supporting materials that confirm that it offered attendees a discussion of the California Rules of Professional Conduct, or the ABA Model Rules, along with reference to any other statutory or case authority that discussed the ethical practice of law in California. Credit may not be given for any content that was focused on judicial ethics, business or corporate ethics or societal ethics in general.
 - B. **Recognition and Elimination of Bias:** A program offering such credit must offer meaningful education in the recognition, identification and prevention of bias found in the legal profession and/or society.
 - C. **Competence Issues:** A program offering such credit must offer education in substance abuse or other mental or physical issues that impair a member's ability to practice law with competence. Credit must not be given for programs that offer help or instruction in treating alcohol and substance abuse or a mental or physical condition through yoga, meditation, therapy or other forms of “stress relief.”
4. **Programs regarding “Law Practice Management”** may offer general MCLE credit if they provide education or practical instruction in the practice of law, litigation or the management of a solo law practice, law firm or corporate legal department, the ethical management of client trust accounts, law firm finances and attorney-client communications, case management, effective calendaring and the avoidance of malpractice.
5. **Renewals submitted without the appropriate filing fee.** Each applications and its payment should be submitted together. Separate checks are easily misrouted, returned, or not applied to your renewal application.
6. **Failure to identify the basis for MCLE credit given.** For any activity described in your renewal application, each activity of one hour or less must list its start/end times on the Record of Attendance. For activities or programs offered during half-day, full-day or multi-day events, each session and its credit give must be identified so that the total number of hours of MCLE credit given can be verified. All sessions for which MCLE credit is given should be adequately described in any program, agenda or brochure prepared for the event and then attached to the renewal application. An essential part of the approval process is the verification of both the compliant substance of each activity and the total numbers of hours of MCLE credit given. Thus, for an application to be approved, all hours of credit given must be adequately identified, described and counted. Please note: Credit for concurrent MCLE sessions are to be counted only once since members attending are able to attend only one session at a time.